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Approved For Release 2001/07/28 : CIA-RDP78-03991A000500050002-9

Office Memorandum • UNITED STATES GOVERNMENTAdmin
Staff

TO : Assistant Director of Logistics

DATE: 26 May 1955

FROM : Chief, Administrative Staff

SUBJECT: Weekly Activity Report

1. GENERALa. Issuance of Training Bulletin (new and completed item)

Office of Logistics Training Bulletin No. 1, Completed Staff Work, has been prepared and will be distributed within the next day or two. This is the first of a series of bulletins which will deal with various phases of administrative management.

2. PROJECTS AND STUDIES IN PROCESSa. Logistics Supervisory Training Program (continued item)

The final session of the current series is being held this week. It features a discussion led by the OL Career Management Officer on "Career Management in Logistics". [REDACTED] are presenting their lectures at the Warehouse this week.

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3. OTHER ITEMS OF INTERESTa. Personnel Report (continued item)

Personnel statistics for the week ending 26 May 1955 are as follows:

	<u>Personnel Ceiling</u>	<u>On-Duty Strength</u>	<u>T/O Strength</u>
Civilian	[REDACTED]	[REDACTED]	[REDACTED]
Military	[REDACTED]	[REDACTED]	[REDACTED]
Total	[REDACTED]	[REDACTED]	[REDACTED]
GSA Reimbursables	[REDACTED]	[REDACTED]	[REDACTED]
Employees on LWOP	[REDACTED]	[REDACTED]	[REDACTED]

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Civilian
Military

Total

GSA Reimbursables

Employees on LWOP

3

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b. Logistics Support Course (continued item)

Representatives of Commo are attending this week's sessions which pertain to Supply Management.

c. Logistics Training for ORR Personnel (continued item)

At a meeting held last week with two officials of ORR, it was decided that a one-day Logistics orientation program would be developed for ORR administrative assistants (to be held in the middle or latter part of June).

d. Monthly DD/S Training Officers Meeting (new and completed item)

At the monthly DD/S Training Officers meeting, the OL Supervisory Training Program was described by the Office of Logistics Training Officer. The use of training aids to improve quality of Agency correspondence was also discussed.

e. Mail and Courier Activities (continued item)

(1) Mail Activities

Increase or decrease
over previous report

Post Office Mail

Incoming	4,470	- 139
Outgoing	7,036	/ 424
	<u>11,506</u>	/ 285

Postage Expended	\$795.05	/ \$14.03
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(2) Courier Activities

Scheduled Courier Trips	330	0
Special Courier Trips	127	- 44
Inter-Agency Mail by Courier		
Incoming	2,006	- 118
Outgoing	2,825	/ 352
	<u>4,831</u>	/ 234

OL/AS/mel

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